Meeting Notes – March 9, 2017 - 10:00am to 11:00am SA - 4350
Administrative Support Subcommittee of Semester Conversion

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>David Corral, Mike Hedrick (ex-officio), Cesar Maloles, Glen Perry, Manuel Saldanha, Veronica Salvador, Surendra Sarnikar, Maureen Scharberg, Angela Schneider, Donna Wiley, Twinki Mistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABSENT</td>
<td>Cathey Hurtt, Rhonda Johnson, Lindsay McCrea (ex-officio), Jasmin Magallanes, Ilana Samuels, Amanda Segura</td>
</tr>
<tr>
<td>GUESTS</td>
<td></td>
</tr>
<tr>
<td>AGENDA</td>
<td>Motion to approve: Schneider/ Salvador/Passed</td>
</tr>
<tr>
<td>MINUTES</td>
<td>Motion to approve: Schneider/Salvador/Passed</td>
</tr>
</tbody>
</table>

1. Report of the Chair – Veronica (co-chair)

- Glen reported EOP and Student Success services just hired for the ASI student position. Preparing to have funds released for this fiscal year and then refunded for 17-18.
- Glen wanted to make sure we’re aware that while we manage to fight off people soft upgrade until after semester conversion, we still have 3 inter-lapping projects. Semester conversion, campus impaction and replacement of the CSU mentor, CSU Apply…goes live in June for winter 2018 application cycle. Project will start asking us to make guess projections about what’s up a year from now. Donna will make decision to consult with colleges about what programs will be open, what programs will have early deadlines
- Donna doesn’t anticipate winter applications to be complicated; fall 2018 will be the hardest to set up.
- Liaison will preload a lot of things for us; if decide we’re not going to open we can close or change application deadline, but want early information for pre-load. Glen will try to get meeting scheduled as soon as possible to share what we’ve learned so far
- Glen reported that he and Matt spent day at Sacramento. They were asked to start testing third rollout. CSU functionality will be delivered in three phases….open for fall 2018. Winter and spring may be a little sketchy
- Donna asked, when we anticipate any word about building out degree.
- Glen responded that we’ll probably build a branded page with a link to pages that are already on the web until we decide whether or not we want to maintain similar data in multiple places.
- Question was asked as to whether or not we want common graduation supplemental application. Response was that this would be a local decision.
- Holding back because we don’t know how much of the data will sit with CAS, the Liaison admissions system. If it remains in CAS users may have to log in to CAS where four quadrants exist. We will learn CAS as we roll out. Every applicant will have a CAS ID. Won’t use CAS ID for anything except tying docs and records together within the system and to match submitted in test scores.
- Twinki requested that she and David be invited to these meetings if IT is involved to assure they are in the loop. Earlier we know the better we can assist.
- Glen said this will be a busy next 3 months ahead to get things ready for June. Trying to set low expectations for the original roll out. As other projects launch we’ll
build out CSU apply to a better extent and bring on additional campus specific objects.

2. Catalog rights after Semester Conversion - All

Draft Document on Catalogue rights

- Glen and the subcommittee members reviewed the draft document on catalog rights that he shared with ex sponsors on Monday. Vice President agreed we could do this with limited approach. The recommended policy and procedure has a sunset clause and is an adjustment to administrative policy to Title 5. Asked that it be information to Academic Senate that it does require approval of the president since he is granted as authority to make decision.
- Proposed policy provides a little interpretation on how we would do this. We can do it in People Soft and be ready to discuss how to advise students to help them make valid and appropriate decisions before they decide on major.
- This matter is on agenda for steering committee. Members made suggestions to some of the wording in the document.
- Donna's suggestion was to add an addition to the last sentence that says, “To do so students will need to re-declare their major to the fall 2018 catalogue.
- Glen said the underlying justification is that we are allowing student the option to choose the semester catalog if they wish to follow the “new” semester major program.
- Glen asked the subcommittee members if they were comfortable adding Donna's suggestion. They responded, "Yes, they were"
- Will resend revised draft to ASCSC and to the semester conversion steering committee today.
- This is a somewhat urgent policy change: have advisors know about this early so they can take into consideration as they start advising students.
- Angela suggested preparing for People Soft entry by taking some information now from students and perhaps putting the information in some sort of data base, ie, spreadsheet.
- Manuel and Glen discussed target deadlines to have functional tasks completed. They are finding somethings hard to measure because they don' know how many there are. As curriculum being approved, they do not have good handle on new courses being approved, etc. Transformation gives unknowns until process runs its course. Not sure how realistic it is to think by end of spring we’ll have all the courses approved….but they will have crossed over to people soft.
- David asked if the curriculum will be built by end of spring. Donna replied, that is the goal.
- David commented that testing without proper data is not a good practice. Lessons learned from Bakersfield and CSULA experience was that the curriculum was not completed and testing went pretty bad.
- Glen assured that this will be moved in production data base in timely manner and the hope is that all will come together. We have enough to keep moving forward.

3. Semester Conversion Dashboard - Veronica

- Veronica will add new column to show change in percentage from last update
- System integration testing 39%
- Student financial moved to 100% complete
- Admissions gone up from 20% to 30%
- No issues reported for any of the modules. Starting to track next things to do. Testing delayed because they made conscious decision to wait for people soft data base that had some fixes and financial aid in it.
- Glen concerned about any programs that may be planning to admit matriculated students in the summer. It will be abbreviated summer session and we'll need to know who they are soon.
- According to Donna, summer programs are, EDD, curriculum, credential programs and she volunteered to speak with the summer programs about continuing to admit during summer session in semesters and Summer 2018

### 4. Degree Audit – Manuel

- Remaining program for Quarter Degree Audit: Communications
- Still working on testing GE for semester, increased number of programs building for semester.
- Working on doing equivalency for quarter semester cross walk hopefully done by April.
- Manuel shared with Wendy and Jessica, the pending CIC document that answers questions about GE framework….assuming that it will sail through ExCom and the senate without to many questions.
- Once Glen has completed his review, Alicia will share the GE/GR notes with all meeting recipients from GE and the Semester Conversion Administrative Support subcommittee

### 5. University Catalog updates and policy reviews – Donna and Angela

- All policies now at senate, with exception of writing. Graduation filing is accented…catalogue rights will wrap it up.
- Probation policy is signed by the President in addition to all the other policies on his desk. We can move forward with catalogue update.
- Meeting with constituents about registration catalog.
- Meeting with Flo in accounting about payment and disenrollment deadlines. Thinks we have enough to put together and present to this group (Administrative Support Subcommittee), and the Steering committee about what it looks like and the changes.
- Fall information item to senate incorporating all the senate policies so they can provide feedback.
- Looking at moving up payment deadline. It would weed out earlier the students who aren't planning to come here and pay so we can offer to students that plan on coming. Right now we don't collect payment until right before term begins, but this creates issue to students who are waiting to see advisors. We will have three payment deadlines.
- Will bring a copy of the calendar for the subcommittee to look at.
- Glen is conscious of July deadline. He said we could receive a directive from the chancellor’s office to not collect fees
- Just Completed fee proposal for a new fee to postpone Graduation. The new fee proposal and asked for $25. This is a Category 4 so it doesn’t need to go to the fee committee, just through accounting, CFO, and the president.

**Open Discussion: Action Items and Goals**

- Anything we should be working on now?
- Mike said tomorrow during semester conversion steering committee meeting we will talk about various charges of the subcommittees.
- Briefly addressed the administrative subcommittee’s current charges to see if anyone felt we should expand or change anything.
- Subcommittee members felt the current charges were pretty general policy and procedure and felt they were ok unless steering committee thinks we should be more focused.
- Suggestion: Wording should be added regarding the implementation that this subcommittee does.